



Office of Children and Family Services

ANDREW M. CUOMO
Governor

SHEILA J. POOLE
Commissioner

Memo

To: All Facility Directors

From: Rob MacGiffert, *Acting Associate Commissioner*, Facilities Management

Date: November 19, 2020

Re: COVID-19 and Facility Cleaning and Documentation

This memo is to reiterate general facility cleaning requirements and documentation, as well as standardize requirements as related to the COVID-19 pandemic. At the onset of the pandemic, facilities were charged with routinely cleaning and disinfecting high-traffic areas and high-contact locations and surfaces. All facilities have done exceptionally well with this demand.

1. General Facility Cleanliness

Cleaning activities must be documented per **PPM 3500.00 Facility Cleanliness**. The related approved Local Operating Procedure must reflect each facility's local process.

PPM 3500.00 directs that designated staff inspect, document, review, and address any deficiency. The bulleted directives from PPM 3500.00 below apply to capturing regular cleaning routines and the more intensive practices as related to COVID-19.

- ***Staff shall conduct a daily inspection of the living unit, document the overall cleanliness and submit a form to the unit manager.***
- ***An administrator(s), grade 18 or above, shall inspect the facility daily and record the results in the facility log.***
- ***The facility fire safety officer or designee shall make weekly inspections of all facility areas for cleanliness. This inspection shall be recorded on OCFs-2126 Weekly Fire and Safety Inspection and submitted to the facility director for review.***
- ***Inspections are reviewed by the director/designee...any deficiencies ...shall be...corrected.***
- ***The facility director or an assistant director shall spot check common areas, program areas and living units at least once per week...and document their findings in the facility log with direction as to any areas requiring correction.***

As to COVID-19, facilities must ensure they have an adequate supply of approved disinfectants and request or order additional supplies before they are out. Cleaning supplies must be readily accessible to staff—particularly

for staff who may want to clean their own areas or items. Any chemicals and cleaners utilized in program areas must be properly secured when not in use.

2. High-Traffic and High-Contact Areas

High-traffic areas include, medical areas, gyms, classrooms, cafeterias, etc. **High-contact surfaces** include: pens and pencils; security wands; CSU/CCU booths; radios and keys; television remotes; buttons for intercoms and on vending machines and elevators; classroom desks and chairs; lunchroom tables and chairs; interior and exterior door handles; light switches; door push plates/bars; handrails; kitchen and bathroom faucets; and any shared items (examples, telephones, computer equipment, comfort room items, recreation items, etc.)

High-traffic areas and high-contact surfaces must be cleaned using approved disinfectants, and at least once per shift and more often as local conditions mandate. Per **Guidelines for the Use of Personal Protective Equipment/Quarantine and Isolation Protocol** (July 18, 2020), any bathroom used for quarantine or isolation must be cleaned, at least, twice per day.

3. Cleaning Documentation

In addition to PPM 3500.00 and LOP documentation mandates, all facility cleaning activities must be logged in, at least, one of the following areas: living unit log, area log, facility main log, and/or log(s) specified locally. The daily inspections by grade 18 or above, the weekly fire safety form, and the weekly director/assistant director spot check documentation will include a statement regarding overall compliance with PPM 3500.00 and the LOP. This written entry must indicate that designated logs/documents are compliant with the facility's cleaning procedure and note corrective actions taken.

4. Notice and Communication

The facility cleaning schedule must be available to all staff and posted conspicuously (per policy). COVID-19 - related routines must be included. Facilities must ensure that staff are aware daily of the facility cleaning practices and that all staff understand their specific and collective role in facility cleanliness.

Attached to this memorandum you will find an example of specific protocols that should be incorporated into a Communicable Disease section of an updated Facility Cleanliness Local Operating Procedure.

Facilities Managers will be following up with all facilities in the next two weeks to support and ensure that cleaning routines are documented per policy and as discussed in this memorandum. Thank you for your immediate attention to this matter and please contact your Facilities Manager for any clarification.

cc:

F. Reid
Dr. Tomassone
Dr. Mallick
D. Comins
A. Sapio
J. Carroll
Dr. Horne